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17 February 1954

OPM 20-370-3

OFFICE OF PERSONNEL MEMORANDUM NO. 11-54

SUBJECT : Personnel Evaluation Report Procedures

RESCISSION: PDM No. 43-52, Personnel Evaluation Report Procedures,
dated 10 September 1952

REFERENCES: CIA Regulation [] dated 1 August 1952
CIA Notice [] dated 1 August 1952
CIA Notice [] dated 1 August 1952
PDM No. 77-53, dated 6 October 1953

1. This Memorandum provides procedures for initiating and controlling the processing of Personnel Evaluation Reports.

2. The Processing and Records Division (PRD) is responsible for notifying operating officials of the due date of initial and annual Reports and for following up to insure completion of these Reports. PRD will tab the Service Record Card (SF-7) for each employee to indicate the due date of the next Report.

a. On or before the 15th day of each month, the Position Control File will be reviewed to determine which Reports will be due the following month.

b. Form No. 37-157A, Routing and Action Slip, will be prepared, in original only, for each case and transmitted to the appropriate Evaluation Officer by the 15th day of the month. Pencil notations will be made in Item No. 11 of the Service Record Card to indicate the date action was initiated and the due date of the Report.

c. In the course of reviewing the Position Control File for Reports due in subsequent months, PRD will compile a list of delinquent Reports in memorandum form for transmittal to the appropriate Evaluations Officer.

3. Completed Reports will be posted to the Service Record Card and forwarded to the Placement and Utilization Division (PUD) for review and necessary action. After processing in PUD, the Reports will be returned to PRD for filing in the Official Personnel Folder of the employee affected.

George E. Malcom
Deputy Assistant Director
for Personnel

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